

**MINUTES**  
**GREEN BAY PLAN COMMISSION**  
**Monday, May 13, 2013**  
**City Hall, Room 604**  
**6:00 p.m.**

**MEMBERS PRESENT:** M. Conard–Chair, L. Queoff–Vice-Chair, S. Bremer, T. Gilbert, J. Reck, T. Duckett, and J. Wiezbiskie

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** R. Strong, P. Neumeyer, N. Sparacio, N. Halvorsen, and T. Denissen

**APPROVAL OF MINUTES:**

Approval of the minutes from the April 22, 2013, Plan Commission meeting

A motion was made by S. Bremer and seconded by T. Duckett to approve the minutes from the April 22, 2013, Plan Commission meeting with the following underlined revisions on Pages 1 and 2:

Michael Lizotte, 2339 Hickory Lane, Oshkosh – He is the President of Fox-Wisconsin Heritage Parkway, which is a grassroots, community-driven, non-profit organization. (Page 1)

Candice Mortara, 1301 N. Briarcliff Drive, Appleton – She is the Executive Director of Fox-Wisconsin Heritage Parkway. C. Mortara responded it was actually an asset because it is one of only two hand-operated lock systems in the country. (Page 1)

C. Mortara said the fees go towards planning and were set just high enough for buy-in. (Page 2)

Motion carried.

**COMMUNICATIONS:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. (ZP 13-11) Discussion and action on a request to authorize a Conditional Use Permit (CUP) in a Medium Density (R2) District for a three-unit townhome located at 614-620 Mather Street submitted by Tim Denissen, Neighborhood Housing Services of Green Bay, Inc. (Ald. Boyce, District 7)

P. Neumeyer gave the staff report and recommendation. This is a request for a Conditional Use Permit for a 3-unit townhome located at 614-620 Mather Street. There are quite a few single-family and two-family homes in the area. There is a commercial property to the south. Neighborhood Housing Services made quite an investment in this block. The

Comprehensive Plan recommends High Intensity Retail Office. This development is consistent with that. The current zoning is Medium-Density Residential (R2). There is a single-family Low Density to the north, R2 to the south, as well as some Commercial with the car lot. A site plan was received from Neighborhood Housing Services. Two of the 3 units of the townhome will be facing Mather Street, one facing Ashland. The access to the Mather Street units is an alley, and the one on Ashland is Ashland itself. Staff notified affected property owners. An email was received regarding this request from an adjoining property owner that lives just across the alley on St. James Street. The owner is concerned about the density of this development and the congestion it might bring.

L. Queoff asked how many units had been previously built in that area. P. Neumeyer indicated different parcels on the map and how many units they were in the year 2000 – a mixture of 2-units and 4-units totaling approximately 17 units. The proposed block will be 6 units total.

M. Conard asked if the new units will be owner-occupied.

Noel Halvorsen, NeighborWorks Green Bay, said they will be renter-occupied to begin with but could easily be converted to ownership properties. He said this is a project that began quite a few years ago with participation from the Redevelopment Authority, the Brown County Housing Authority, NeighborWorks Green Bay, and private donors. All of these properties were acquired, some were torn down, and others were converted from multi-family to single-family. If the townhome was built on the corner L-shaped lot, it would complete the entire block of nice homes. Similar units that NeighborWorks have for rent are around \$800 per month.

S. Bremer asked why NeighborWorks won't build a duplex in that area. N. Halvorsen said economically it worked out better to have 3 units.

L. Queoff said families would be attracted to the townhome due to the three bedrooms and the green space.

N. Halvorsen addressed the emailed concern regarding adding density to the area. He said the vacant lot that is currently there is not on the tax roll and is not producing. The units will have two-stall garages.

J. Wiezbiskie said he appreciates what NeighborWorks has done in the past with the area but does not support the current development. He was surprised to hear that the homes in the area are single-family due to the amount of vehicles at each residence. It has been the goal of the Plan Commission and the City to reduce congestion and convert to single-family homes. The proposed development goes against the mission of the City and, therefore, he will not support it.

N. Halvorsen said the project must be viewed as a block-based project instead of a single development. NeighborWorks has reduced density tremendously from 17 units to 6 units.

M. Conard sees both sides – she would like to see density decreased as well but, with the changes in downtown, there is greater need for additional housing. She believes this townhome will be a step up from an apartment or condo complex.

T. Duckett disagrees with J. Wiezbiskie and feels the project will fit into the area nicely and will improve it. He supports the development.

S. Bremer would like to support the development as well but still questions why it cannot be developed as a duplex instead of a 3-unit townhome.

N. Halvorsen said the 3-unit construction will have some cost-sharing because the middle unit would not have its own sidewalls as they are being shared with the adjacent units. The total cost per construction per unit goes down significantly. Two-unit construction did not work financially because the cost of construction could not be offset by the amount of rent to be charged.

J. Wiezbiskie would like to hear from the neighbors regarding this project. P. Neumeyer and N. Halvorsen said they all had ample time to voice their concerns about the project and did not do so.

L. Queoff said the City has a level of trust with NeighborWorks because of the work they have done in the past and how well those properties are maintained.

R. Strong said the Redevelopment Authority and City staff approve of this development mainly because of the density reduction in the area from 17 units to 6.

A motion was made by L. Queoff and seconded by T. Duckett to approve the request to authorize a Conditional Use Permit (CUP) in a Medium Density (R2) District for a 3-unit townhome located at 614-620 Mather Street with the requirement that both tax parcels involved will be combined into one. Motion carried. J. Wiezbiskie voted no.

S. Bremer requested staff take another look at the area of affected owner notification; perhaps notice should be given to those functionally affected instead of affected by proximity.

M. Conard added that perhaps density of the area could be involved as well.

R. Strong said the Plan Commission and Planning staff are not required to notice anyone but do so to include neighbors as a good planning process; therefore these conditions can be changed by the Plan Commission at any time.

2. (ZP 13-13) Discussion and action on a request for a Conditional Use Permit (CUP) to authorize a two-family dwelling in a Low Density Residential (R1) District located at 1495 Morrow Street submitted by Noemi Montiel, petitioner (Ald. Kocha, District 5)

N. Sparacio gave the staff report and recommendation. The surrounding uses other than the vacant commercial building are pretty consistent. There is a mix of single-family, two-family, and a couple of three-family homes. The zoning reflects a consistent R1 Residential with a PUD in place on the vacant warehouse. The subject property is an existing two-family home that went through foreclosure and sat vacant for more than 12 months. A Conditional Use Permit had not been issued in the past for this property, so it is now required before the two-family home is occupied again. The site appears to function well as a two-family home – there is a two-stall garage, adequate parking in the driveway, no record of complaints, and there are no known issues with the landlord. The only apparent site issue is some damage to the porch roof on the second story to the rear. Staff would like that addressed to keep the property in good shape. Alderperson Kocha and affected property owners were notified, and there were no questions, comments, or concerns. Staff is recommending approval of the Conditional Use

Permit with the standard condition of compliance with the applicable regulations of the City codes, and staff asks that the owner repairs or removes the rear porch roof.

S. Bremer asked if staff would like to include minor repair to the fence in front of the house. N. Sparacio said that could be requested of the applicant.

J. Wiezbiskie was concerned that the owner listed the property as in good condition when staff noticed the porch was in disrepair. He wants to ensure it is taken care of by the property owner.

J. Wiezbiskie asked what the surrounding land uses were. N. Sparacio said 1499 Morrow Street to the east is a single-family, and 1491 Morrow Street to the west is a three-family.

A motion was made by S. Bremer and seconded by J. Wiezbiskie to approve the request for a Conditional Use Permit (CUP) to authorize a two-family dwelling in a Low Density Residential (R1) District located at 1495 Morrow Street subject to the following conditions:

- a) Compliance is required with all applicable regulations of the Green Bay Municipal Code, including any necessary building permits for the modifications to the structure.
- b) The second story rear porch roof shall be repaired or removed.

Motion carried.

3. (PP 12-07) Discussion and action on a request to forward to the City Council with a recommendation for approval the selection of the preferred consulting firm and draft contract for professional services toward completion of the Downtown Master Plan Update

N. Sparacio said a team was assembled with representation from the Planning, Economic Development, and Public Works Departments, as well as a City Attorney, and representatives from Downtown and On Broadway business improvement districts. T. Duckett was the Plan Commission representative. Alderperson Boyce was involved in various stages as well. The team helped to review the documents and interviewing the consultants. Nine proposals were received, and the top four were interviewed. The categories these proposals were scored on included approach and scope, their experience, examples, their understanding of the community, the staff proposed to work with the City, the overall document quality, and cost. A firm called the Cuningham Group came out on top, followed closely by the Lakota Group.

N. Sparacio continued explaining that interviews were conducted of the top four. Client references were conducted on each of these firms. Lakota rose to the top in this area.

J. Wiezbiskie said he would have liked to see how the team scored and ranked the companies.

N. Sparacio said the project will require a lot of collaboration with City staff. Staff has a budget of \$90,000 for a consultant group. Staff wants a \$190,000 plan because that's what the City deserves. Staff felt the group should have solid experience with downtown issues and project management capabilities with the 6- to 8-month timeline. The plan must be more than a broad vision for the community – there must be strong implementation strategies woven throughout the process. Staff also needs graphic capabilities that the City is lacking. The large difference between Cuningham and Lakota is in the area of their ability to collaborate with staff.

There are three main phases – (1) public participation; (2) formulating alternatives; and (3) downtown master plan. Land use and redevelopment opportunities, transportation connectivity, and implementation strategies are the primary goals, but many related topics are also acknowledged by the planning process. The Fox River, historic preservation, parks and green

space, market analysis, and various forms of transportation, as examples, are all expected to be included in the plan. There will be a Citizen Steering Committee; four public workshops; staff work sections with the consultants; and Plan Commission, Redevelopment Authority, and City Council updates at the end of each of those phases. Stakeholder interviews will be held. Staff might have focus groups depending on the timeline. Public engagement will be incorporated with other things going on downtown, such as the farmer's market, the CityDeck, etc.

Staff would like to get 15-17 people to be part of the Citizen Steering Committee. The first kickoff meeting will be on Thursday, May 16, at 6 p.m. in Room 604. There will be introductions to each other and the process, committee organization, etc. There will be a vision and goals section at the meeting.

The proposed cost for Lakota Group is just under \$90,000. There have been a couple of changes to the contract that was included in the packet. The Law Department added a statement to Section 9 regarding following the laws of the State of Wisconsin.

S. Bremer would like the word "team" in the contract to be changed to Lakota or the consultant or to say at the beginning that Lakota would be referred to as the "Team". On Page 9 under Task 3.4, Sentence 2 should read, "Similar to the second open house, this event will be focused around a Lakota PowerPoint presentation..." On Page 3 under Task 1.3, the use of public and pedestrian spaces should be added to the list. On Page 7 under Task 2.2, this list should include parks and other public gathering spaces.

A motion was made by T. Duckett and seconded by S. Bremer to approve the contract as amended contingent upon any further revisions deemed necessary by the Plan Commission, Law Department, and Common Council.

#### **OTHER:**

Director's Update on Council Actions

R. Strong said the Fox-Wisconsin Heritage Parkway item went to Common Council, where an alderperson had a concern about this being a very politically active group. Council decided to refer the item to the Park Committee for its input. Some questions need to be answered regarding the organization's control regarding property use.

#### **SUBMITTED PETITIONS: (for informational purposes only)**

(ZP 13-12) Request to authorize a Conditional Use Permit (CUP) to operate an auto repair-minor business located within a General Industrial (GI) District at 203 Alexander Street submitted by Vang Yang (Ald. Boyce, District 7)

A motion was made by J. Wiezbiskie and seconded by T. Gilbert to adjourn. Motion carried.

Meeting adjourned at 7:08 p.m.